

Form Approved
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**HAZARDOUS SUBSTANCES EMERGENCY EVENTS SURVEILLANCE
DATA COLLECTION FORM**

Public reporting burden of this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer; 1600 Clifton Road NE, MS D-24, Atlanta, Georgia 30333; ATTN: PRA (0923-0008).

Hazardous Substances Emergency Events Surveillance (HSEES)

DATA COLLECTION FORM

NOTE: The response choice of unknown/-9 has been deleted from the form because of CDC/ATSDR standards.

EVENT IDENTIFICATION AND NOTIFICATION

1. Record Identification _____
Enter the ten character identification code of the event. *(The code will be generated by the computer once the necessary information is entered into the system.)*
2. Date that this event was entered into the HSEES system. ____ - ____ - ____
(This will be generated by the computer.)
3. Based on the HSEES protocol, is this event eligible to be entered into the surveillance system?

An event is a release of any hazardous substance except petroleum in an amount that needs to be removed, cleaned up, or neutralized according to federal, state, or local law. Threatened releases of such substances are also included if this threat led to an action (e.g., evacuation) to protect public health.

- 1 = Yes
- 2 = No

If "no" was selected, please choose one of the following reasons why:

- 1=Hoax
- 2=Petroleum
- 3=Small quantity
- 4=Chronic
- 5=Insufficient information
- 6=Not a hazardous substance
- 7=Controlled/legal/permitted release
- 8=Duplicate

4. Were the substances associated with this event *(This will be generated by the computer after Q25 has been answered for all chemicals released in the event)*
 - 1 = All actually released into environment.
 - 2 = All threatened to be released into environment.
 - 3 = Some actually and some threatened to be released.

5. Notification Contact (*Who first notified the state health department?*)
 - 0 = Media
 - 1 = On scene commander/incident commander or staff (*e.g., fire, police, EPA*)
 - 2 = Health agency other than the state health dept
 - 3 = Medical facility (or poison control center)
 - 4 = Environmental department or division
 - 5 = Emergency government/emergency services
 - 6 = Citizen or citizen's group
 - 7 = Owner/operator of facility, vehicle, or vessel
 - 8 = Other _____ (15)
 - A = DOT/HMIS and ERNS
 - B = Other government agency
 - C = Other program within state health department
6. Contact information (OPTIONAL for data entry. *This information is encrypted.*)

DESCRIPTION OF EVENT

7. What was the date of this event? (MM/DD/YYYY) ____ - ____ - ____
8. On what day of the week did this event occur? (*This will be generated by the computer.*)
 - 1 = Sunday
 - 2 = Monday
 - 3 = Tuesday
 - 4 = Wednesday
 - 5 = Thursday
 - 6 = Friday
 - 7 = Saturday
9. What time did the event start?

____ : ____

(*Not when you were notified. Use 24-hour time format (e.g., 15:59). If unknown, leave blank and select a time category. If time category unknown, leave blank. If exact time is entered, the computer will automatically fill in the time category.*)

 - 1 = 00:01 am - 06:00 am
 - 2 = 06:01 am - 12:00 pm
 - 3 = 12:01 pm - 06:00 pm/12:01-18:00
 - 4 = 06:01 pm - 12:00 am/18:01-24:00

10. Event Location

Where did the event start? *(If exact street address is not known, enter cross streets, highway mile marker, railroad crossing etc.)*

Name *(encrypted)*

Type of industry *(SIC first if available)*

Street address *(encrypted)*

City

_____⁽²⁾
State

County

_____⁽⁵⁾
Zip Code

Enter decimal or degrees/ minutes/seconds

_____. _____
Longitude (optional)

____° ____' ____"
Longitude (optional)

_____. _____
Latitude (optional)

____° ____' ____"
Latitude (optional)

Were multiple locations contaminated during this event ☐ Yes ☐ No

11. Were any of the following within a 1/4 mile of the event? *(Select all that apply.)*

Residence	Yes	No
School	Yes	No
Hospital	Yes	No
Nursing home	Yes	No
Licensed daycare	Yes	No
Industry or other business	Yes	No
Recreational area	Yes	No

12. What is the general land use in the surrounding area? (May have ONE or TWO entries.)
0 = Undeveloped area
1 = Industrial area
2 = Commercial area
3 = Residential area
4 = Agricultural area
A = Military facility/DOE/DOD
C = Recreational area
13. What were the general weather conditions at the time of the event? (May have ONE or TWO entries.)
1 = No extreme weather conditions
2 = Rain
3 = Snow, ice, sleet
4 = Fog
7 = High winds
8 = Other _____(15)
A = Weather disasters (hurricane, tornado, flood)
B = Extreme heat
C = Extreme cold
D = Lightning
14. What type of event was this?
1 = Transportation
2 = Fixed facility (Go to #17)
15. What mode of transportation was involved? (May have ONE or TWO entries.)
2 = Ground (drop box to choose tanker truck, non-tanker truck, van, automobile, bus, other)
3 = Rail (drop box to choose container on flat car, tank car, box car, other)
4 = Water (drop box to choose container ship with own power, tanker ship with own power, barge towed by other vessel, other)
5 = Air (drop box to choose crop duster, cargo plane, passenger plane, other)
6 = Pipeline
16. What phase of transportation was involved?
1 = A release that occurred during loading/unloading of a stationary vehicle or vessel (Go to # 20)
2 = A release from a moving vehicle or vessel (Go to #20)
3 = A release enroute that was later discovered at a fixed facility
8 = Other _____(15) (Go to #20)

17. What area/equipment of the fixed facility was involved in the event? (May have ONE or TWO entries.)

0 = Transportation within fixed facility

2 = Process vessel

3 = Piping

4 = Material handling area (i.e. loading/unloading dock)

5 = Storage area above ground (i.e. warehouse, tank, storage shed)

6 = Storage area below ground

7 = Dump/waste area (i.e. sewer)

8 = Other _____ (15)

A = Ancillary process equipment

B = Transformer or capacitor

C = Incinerator

D = Heating/cooling for building

F = Outdoor, farming or industrial areas

G = Outdoor, non-farming or non-industrial areas

H = Indoor, non-industrial, living (residence) areas

I = Indoor, non-industrial, non-living areas

J = Laboratory

(After an area/equipment is selected, a drop box text field will be available to further specify the area or equipment. If "other" is chosen, you should enter additional information in the text field.)

18. How many people were working at the facility at the time of the event? _ _ _ _

19. How many non-working (visitors) people were present at the facility
at the time of the event? _ _ _ _

20. Factors contributing to the release: *(If primary factor is unknown leave blank. If there is no secondary factor, then select choice N)*

Primary:

2 = Equipment failure

3 = Human error

8 = Other _____ (15)

G = Intentional or illegal act

H = Bad weather conditions/natural disasters

Secondary:

1 = Improper mixing

2 = Equipment failure

3 = Human error

4 = Improper filling, loading, or packing

8 = Other _____ (15)
A = Performing maintenance
B = System/process upset
C = System start up and shutdown
E = Power failure/electrical problems
F = Unauthorized/improper dumping
I = Vehicle or vessel collision
P = Vehicle or vessel derailment/rollover/capsizing
J = Fire
K = Explosion
L = Overspray/misapplication
Q = Illicit drug production related
N = No secondary factor
O = Loadshift
R = Forklift puncture

21. Did the release impact:
1 = Inside a closed structure only
2 = Outside of a closed structure only
3 = Both inside and outside of a closed structure

DESCRIPTION OF SUBSTANCE(S)

22. What is the total number of chemicals reported for this event? ____
(Questions 23-31 need to be answered for each substance involved in the incident. Use additional pages and record comparable information for each substance.)

23. Chemical number (Assigned by computer, 1..n) _____

24. Chemical or trade name of substance _____ (37)

25. Was the substance
1 = Actually released into the environment.
2 = Threatened to be released into the environment.

26. Type of substance
1 = Chemical
2 = Radiological
3 = Medical
4 = Biological

27. Was this substance used as a pesticide (a substance not classified as a pesticide, but being used in that capacity)?
1 = Yes
2 = No

28. Provide identification information if the chemical name is not on the pick list.

Chemical Abstract Service (CAS) number _____

Department of Transportation (DOT) United Nations (UN) number _____

Manufacturer/other information _____

Substance Category _____

29. Type of release (*May have ONE or TWO entries.*)

1 = Spill (*liquid or solid*)

2 = Volatilization/aerosolized (*vapor*)

3 = Fire

4 = Explosion

5 = Radiation

7 = Not applicable, threatened release

30. Quantity released _____

(*Enter a numeric value. If unknown, leave blank and enter the category for the amount released. The category will automatically be filled in by the computer if exact amount is entered. If category is unknown, leave blank*)

A = <1

B = 1- <10

C = 10- < 100

D = 100- < 500

E = 500 - < 1,000

F = 1000 - < 10,000

G = 10,000 +

31. Unit of measure (*to complete question 30*).

1 = Pounds

2 = Kilograms

3 = Gallons

4 = Liters

5 = Cubic feet

6 = Ounces by volume

7 = Milliliters

8 = Pico curies

A = Tons (metric)

B = Ounces by weight

MORBIDITY AND MORTALITY

32. How many people were transported to a medical facility for a check-up or observation but did not have any symptoms
(i.e., do not meet the definition for a victim of the event)? — — — —
33. How many people were injured in this event (number of victims)? — — — —
(If none enter 0 and skip to Q35 - decon.)
34. Complete Table 1 for the victims using the following codes. Complete all items (columns) for each victim.

Column "A" Category of victim

- 1 = Employee
- G = Employee is member of company response team
- 2 = Responder (*not specified*)
- 3 = General public
- A = Professional firefighter
- B = Volunteer firefighter
- C = Firefighter (*not specified*)
- D = Police officer
- E = EMT personnel
- F = Hospital personnel (e.g., doctor, nurse)
- H = Student (*at school*)

Column "B" (*If the victim is a responder*) Is the victim a certified HazMat technician?

- 1 = Yes
- 2 = No
- 3 = Not a responder

Column "C" Severity and disposition of victim

- 6 = Seen by private physician within 24-hours
- 7 = Adverse health effects experienced within 24 h of event and reported by official (e.g., fire dep, EMT, police, poison control center)
- 2 = Treated on scene (first aid)
- 5 = Observation at hospital; no treatment
- 8 = Treated by mass casualty mobile unit
- 3 = Treated at hospital (*not admitted*)
- 4 = Treated at hospital (*admitted*)
- A = Death on scene/on arrival at hospital
- B = Death after arrival at hospital

Column "D" Adverse health effects (may be up to seven entries--see training manual for instructions)

A = Trauma (*drop box to choose whether trauma is chemical-related, not chemical-related, both or not specified*)

B = Respiratory system problems

C = Eye irritation

D = Gastrointestinal problems

E = Heat stress

F = Burns (*drop box to choose whether burn is chemical-related, not chemical-related both, or not specified*)

H = Other _____(10)

I = Skin irritation

J = Dizziness or other CNS symptoms

L = Headache

M = Heart problems

N = Shortness of breath (unknown cause)

Column "E" Personal Protective Equipment (PPE) -- What level of PPE was the victim using prior to being harmed or killed? (*Choose the 1 option that best describes*)

1 = None

2 = Level "A"

3 = Level "B"

4 = Level "C"

5 = Level "D"

6 = Fire fighter turn-out gear with respiratory protection

A = Fire fighter turn-out gear without respiratory protection

B = Other types of protection (*drop down box to select gloves, eye protection, hard hat, steel-toed shoes*)

Column "F" Sex of victim

1 = Male

2 = Female

Column "G" Age of victim

— —

(Enter numeric age to closest year; if unknown, leave blank and select an age category. If an exact age is entered, the computer will fill in the age category. If age category is unknown, leave blank.):

A = less than 12 months old

B = between 1 and 4 years of age

C = between 5 and 14 years of age

D = between 15 and 19 years of age

E = between 20 and 44 years of age

F = between 45 and 64 years of age

G =65 years of age or more

Column "H" Describe the physical location of the victim at the time harmed in relation to the point of release

1. Immediate area where release occurred (*e.g., room, railcar, trailer, within 10 feet*)
2. Wing/section of building/11 - 50 feet
3. Building(s) (*may include internal parking areas and roads*)/51 - 100 feet
4. The facility/101 - 200 feet
5. Between 201 feet - 1/4 mile of point of release
6. Between 1/4 mile - 1/2 mile of point of release
7. Between 1/2 mile - 1 mile of point of release
8. Greater than 1 mile of point of release

Column "I" - Decontamination of injured person

- 1 = No
- 2 = At the scene
- 3 = At a medical facility
- 4 = Both

Table I Victims									
Victim No.	Category	Haz Mat	Severity	Adverse health effect	PPE	Sex	Age	Distance	Decon
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									

DECONTAMINATION

Record the number of uninjured individuals (by population type) decontaminated at the scene of the event or at a medical facility. *(An individual may be counted in both categories if they were decontaminated at both locations but count them only once in question 35. If no uninjured individuals were decontaminated, enter 0 for Q 35; if it is unknown if any uninjured individuals were decontaminated, leave Q 35 blank.)*

35. Total number of uninjured people decontaminated ____
(If zero or unknown, skip to Q44)
36. How many uninjured employees were decontaminated at the scene? ____
37. How many uninjured responders were decontaminated at the scene? ____
38. How many uninjured members of the general population were decontaminated at the scene? ____
39. How many uninjured students (at school) were decontaminated at the scene? ____
40. How many uninjured employees were decontaminated at a medical or other facility? ____
41. How many uninjured responders were decontaminated at a medical or other facility? ____
42. How many uninjured members of the general population were decontaminated at a medical or other facility? ____
43. How many uninjured students (at school) were decontaminated at a medical or other facility? ____

POTENTIAL COMMUNITY EXPOSURE

This section will describe and distinguish between those individuals at risk of being exposed and those individuals who might actually have been exposed. It will also explore issues related to evacuation versus in-place sheltering. *(If the answer to any question is unknown, leave it blank.)*

44. Approximately how many people live within 1/4 mile radius of the event? ____
45. Approximately how many people live within 1/2 mile radius of the event? ____

46. Approximately how many people live within 1 mile radius of the event? ____
(Q47-49 to be computer generated based on formulas but can be overridden by the data entry person if event-specific numbers are known)
47. Approximately how many people were at home within 1/4 mile radius at the time of the event? ____
48. Approximately how many people were at home within 1/2 mile radius at the time of the event? ____
49. Approximately how many people were at home within 1 mile radius at the time of the event? ____
50. Define the area impacted by the release: *(Select only one entry.)*
 a. Immediate area where release occurred (e.g., room, railcar, trailer, within 10 feet)
 b. Wing/section of building/11 - 50 feet
 c. Building(s) *(may include internal parking areas and roads)*/51 - 100 feet
 d. The facility/101 - 200 feet
 e. Between 201 feet - 1/4 mile of point of release
 f. Between 1/4 mile - 1/2 mile of point of release
 g. Between 1/2 mile - 1 mile of point of release
 h. Greater than 1 mile of point of release
51. Was a hospital, ambulance or other patient transport vehicle contaminated as a result of the event?
 1 = Yes
 2 = No
52. Did the event affect: *(Select all that apply)*
 1 = Interstate/freeway
 2 = Arterial roads
 3 = Local roads
 4 = Waterway
 8 = Other _____ (15)
 A = None

EVACUATION AND IN-PLACE SHELTERING

53. How many people self-evacuated as a result of the event? ____
(If none, enter 0; if unknown, leave blank).

54. Did an official order an evacuation? *(An official may be the incident commander, a fire marshal, police officer, plant manager, etc., If unknown, go to question 58.)*
 1 = Yes
 2 = No *(Go to question 58)*
55. What criteria was used to define the evacuation area?
 1 = No defined criteria
 2 = Circle/radius
 3 = Downwind/downstream
 4 = The building(s) or the affected part of the building(s)
 5 = Circle and downwind/downstream
56. Record the total number of people who were officially evacuated as a result of the event. _____

(If none enter 0. If any person was evacuated more than one time, count them only once. If unknown, leave blank.)
57. How many hours was the evacuation order in effect. _____ . _____ hours
(e.g., if the evacuation lasted two and one-half days, enter 60. If unknown, leave blank.)
58. Did an official order in-place sheltering? *(that is, to stay indoors rather than evacuating)*
 1 = Yes
 2 = No
59. Was access to the area restricted in any way? *(Select all that apply.)*
 1 = No restriction
 2 = Room
 3 = Wing/section of building
 4 = Building
 5 = Facility
 6 = Parking lot
 7 = Access route/road
 8 = Other adjacent areas

RESPONSE TO AND TERMINATION OF EVENT

60. Were actions taken, excluding decontamination, to stop or control the release?
 1 = Yes
 2 = No
61. Were follow-up public health activities *(as defined in 62)* initiated as a result of this event?
(If unknown, skip to question 63.)
 1 = Yes

2 = No (*Go to #63*)

62. If "Yes" answered in question 61, what activities were initiated? (May have ONE or TWO entries.)

- 1 = Health advisory issued
- 2 = Well survey conducted
- 3 = Alternative water provided
- 4 = Fishing and/or water recreation ban
- 5 = Discourage/prohibit consumption of locally grown produce and livestock
- 6 = Health investigation (epidemiological study, medical monitoring over time, exposure assessment)
- 7 = Environmental sampling
- 8 = Other _____(15)
- 9 = Shutdown of water intakes

63. Emergency Action Terminated- Enter the date that the emergency phase of the event ended according to the incident commander. (MM/DD/YYYY)

____ - ____ - ____

64. Enter the time that the emergency phase of the event ended according to the incident commander. (e.g., 15:59. If unknown, leave blank.)

____ : ____

65. Who responded to this incident? (Select all that apply.)

- 1 = No response
- 2 = Certified HazMat team
- 3 = Company's response team
- 4 = Law enforcement agency
- 5 = Fire department
- 6 = EMT
- 7 = Hospital personnel
- 8 = Other (Specify _____)
- A = Health department/health agency
- B = Environmental agency
- C = EPA response team

66. Are there any comments on the data collection form?

- 1 = Yes
- 2 = No

(If yes, enter the question number and comment in the comments field. For any suggested questions that were not added to the form, the states can put this info in the comment field. It is recommended to enter a brief event synopsis for later use.)

